

interTRAX™ Suite
rapidTAG™

On-Scene Badging

User Guide
Version 3
2011



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5,573,278; 5,596,652; 5,793,882; 6,761,312; 7,191,934

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Disclaimer

Salamander Technologies, Inc. has made its best efforts to make the Salamander system reliable and defect-free; however, any computerized system is subject to malfunction including operator error, undetected system “bugs”, and power or communication outages. Salamander Technologies, Inc. cannot and does not warrant that the system will perform flawlessly at all times and under all conditions.

interTRAX™ Barcode & Smart Card Information

The *interTRAX™* barcode is a two dimensional, high capacity barcode that follows the PDF417 data format. The *interTRAX™* smart card is an ISO standard 14443 or ISO standard 15693 contactless RFID card. The use of the information contained within either medium is protected by United States of America and International patents.

Within the *interTRAX™* suite the contents of the Smart Card and the barcode are identical.

The first time a Smart Card is encoded it is setup to hold either company or non-company information. After the initial setup of a company Smart Card it may be encoded with company information and a non-company Smart Card may be encoded with assignments, personnel, equipment and victims.

interTRAX™ Barcode & Smart Card Encoding – Personnel

Personnel Container

The personnel container holds the following information. The items in bold print may be displayed in human-readable text. The human-readable text that appears is dependent on the type of ID tag, label or hardcard. The different types are listed below with the human-readable text that may appear if it is held in the container. The information available in the container and in human-readable text is dependent on the information that has been entered into the person's record.

1. Organization Country
2. Organization State
3. Organization Type
4. **Organization ID**
5. **Organization Name**
6. **Personnel ID**
7. **Last Name**
8. **First Name**
9. **Rank**
10. Date of Birth
11. **Qualifications**

Human-Readable Text

Velcro Tag Label

- First Name
- Last Name
- Personnel ID

Personnel Label

- First Name
- Last Name
- Organization ID
- Personnel ID

- Organization Name

CR-80 PVC Card

- Organization Name
- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Qualifications

Laminated Manual ID Tag

- Organization Name
- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Qualifications

Avery Label

- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Organization Name

interTRAX™ Barcode & Smart Card Encoding – Personnel Medical

Personnel Medical Container

The personnel medical container holds the following information. The items in bold print may be displayed in human-readable text. The information available in the container and in human-readable text is dependent on the information that has been entered into the person's record.

1. Organization Country
2. Organization State
3. Organization Type
4. Organization ID
5. Personnel ID
6. **Physician Name**
7. **Physician Phone**
8. **Insurance Carrier**
9. **Insurance Policy number**
10. **Emergency Contact**
11. **Emergency Contact Phone**
12. **Organ Donor**
13. **Resting Pulse**
14. **Blood Pressure**
15. **Blood Type**

16. Gender
17. Religion
18. Medications
19. Allergies

NOTE: The data read from the medical container is not retained by the MU's.

Human Readable Text

Laminated Manual ID Tag

The human-readable medical information is printed on the inside of the tag and is protected inside a heat-sealed laminate pouch. It includes all of the highlighted information above.

interTRAX™ Barcode & Smart Card Encoding – Evacuee (rapidTAG evac) or Patient (Mobile EMS)

Evacuee/Patient Container

The evacuee/patient container holds the following information. The items in bold print may be displayed in human-readable text depending on the format of the ID Tag. The information available in the container and in human-readable text is dependent on the information that has been entered into the person's record.

1. **First Name**
2. **Last Name**
3. **ID**
4. **Date of Birth**
5. **Gender**
6. **Class (e.g., adult, caregiver)**
7. **Triage Priority**
8. Address
9. Special Needs
10. Parent
11. Triage Time

interTRAX™ Barcode & Smart Card Encoding – Equipment & Assignment

Equipment Container

The equipment container holds the following information. The items in bold print are displayed in human-readable text. The human-readable text that appears is dependent on the type of ID tag, label or hardcard. The different types are listed below with the human-readable text that may appear if it is held in the container. The information available in the container and in human-readable text is dependent on the information that has been entered in the record for the piece of equipment.

1. Organization Country
2. Organization State

3. Organization Type
- 4. Organization ID**
- 5. Organization Name**
- 6. Equipment ID**
- 7. Manufacturer Make**
- 8. Model**
- 9. Description**
- 10. Manufacture Date**
11. Equipment Type
12. Date in Service
13. Features (qualifications)

Equipment Label

- Description
- Organization ID
- Equipment ID
- Organization Name

CR-80 PVC Card

- Organization Name
- Equipment ID
- Description
- Manufacture Date
- Manufacturer Make
- Model

Avery Label

- Description
- Organization ID
- Equipment ID
- Organization Name

Assignment Container

The assignment container holds the following information. The item in bold print is displayed in human-readable text. The information available in the container and in human-readable text is dependent on the information that has been entered in the record for the assignment.

1. Organization Country
2. Organization State
3. Organization Type
4. Organization ID
- 5. Assignment**

Assignment Label

- Assignment

Avery Label

- Assignment

interTRAX™ Barcode & Smart Card Encoding – Company

Company Container

The company container holds the following information. The items in bold are required.

12. **Organization Country**
13. **Organization State**
14. **Organization Type**
15. **Organization ID**
16. **Organization Name**
17. **Company Name**
18. **Company ID**
19. Kind
20. Designation
21. **NIMS Type**
22. Qualifications
23. Leader Flag
24. Personnel Collection
25. Equipment Collection'
26. Crews (not in barcode)

Default Human-Readable text

- Company Name
- Company ID
- Organization
- NIMS Type
- Company Leader Name
- Qualifications

1 Introduction to *rapidTAG*™ Software

Introduction

The *rapidTAG*™ software is used for:

- Incident Specific Badging
- SmartCard enabled for encoding and decoding resources
- Assistance with site security, responder management and resource accountability
- Printing reports for responders by Last Name, Role, Rank, Location, Organization and Expired ID
- Printing reports for equipment by Description, Role, Location, Organization and Expired ID
- Sending data to interTRAX reports™.

2 rapidTAG™

Start rapidTAG™

Double click on



OR

Start → Programs → Salamander → rapidTAG

The rapidTAG™ screen will appear



Initial Startup

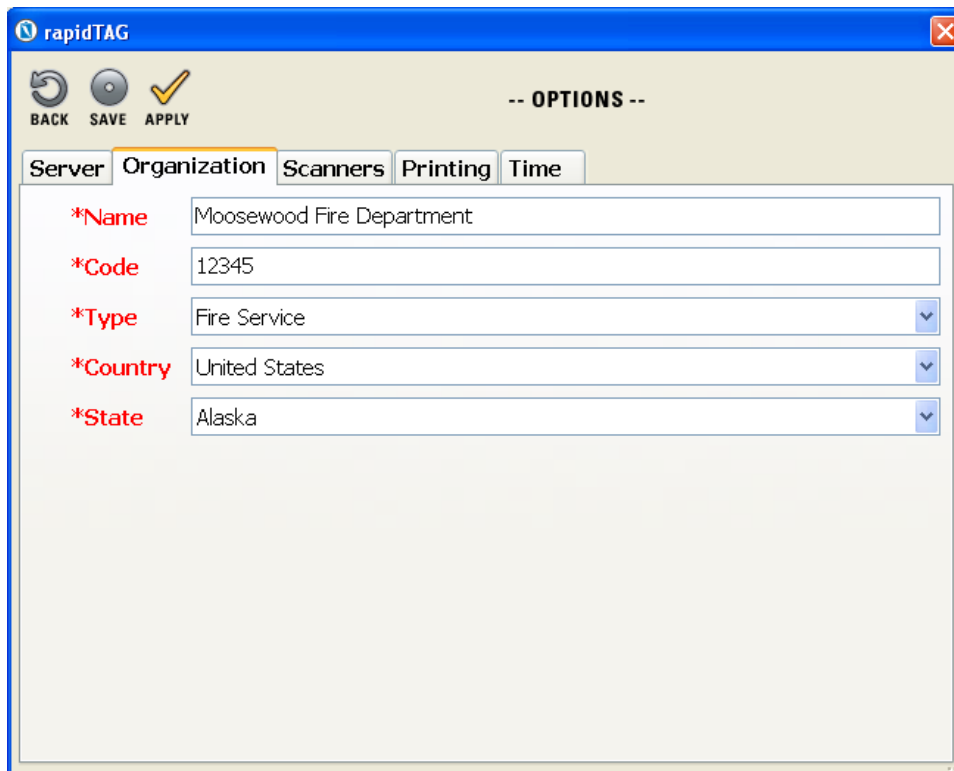
The Options screen will appear. Immediately following the installation of *rapidTAG*™, an Organization must be entered prior to continuing. This Organization becomes a permanent part of the database.

Click on the Incident Name or Number if you wish to make a change after you have clicked on the Start button.

Enter the **Organization Name**

Enter the **Organization Code**, as assigned

Note: The Code is a unique identifier and must be specifically defined when uploading or downloading information from interTRAX Exchange. When using interTRAX Exchange, contact STI Tech Support to obtain the code 1-877-430-5171



The screenshot shows the 'rapidTAG' application window with the 'Organization' tab selected. The window has a title bar with the 'rapidTAG' logo and a close button. Below the title bar are three icons: a circular arrow for 'BACK', a floppy disk for 'SAVE', and a checkmark for 'APPLY'. The main area is titled '-- OPTIONS --' and contains five tabs: 'Server', 'Organization' (selected), 'Scanners', 'Printing', and 'Time'. The 'Organization' tab displays five fields, each with a red asterisk label: '*Name' (text box with 'Moosewood Fire Department'), '*Code' (text box with '12345'), '*Type' (dropdown menu with 'Fire Service'), '*Country' (dropdown menu with 'United States'), and '*State' (dropdown menu with 'Alaska').

Select the **Organization Type** from the dropdown

Select the **Country** from the dropdown

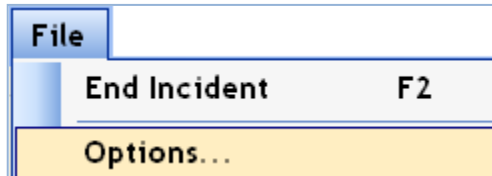
Select the **State** from the dropdown

Click on **Apply** and **SAVE**

The software is now functional

Options

In order to take advantage of all of the software functionality the Options tabs information must be in place. While it is not mandatory for operation of the software it is strongly suggested.

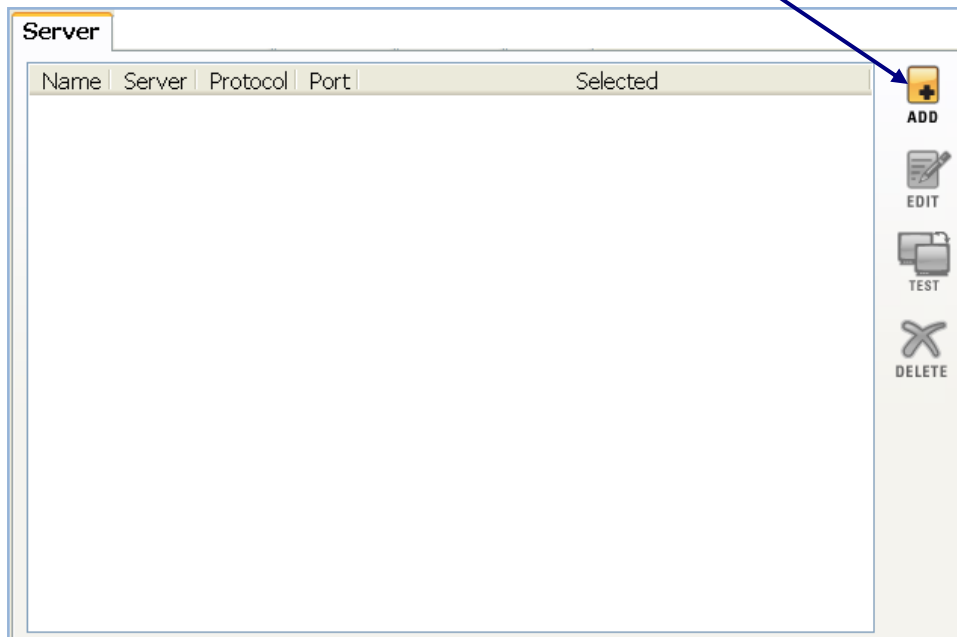


Server Tab

rapidTAG Options – Server tab

If you wish to send information to Command a server must be identified. You may add multiple servers however only one server may be selected during an incident.

If the Server does not appear click on the Add button



Add Server

The **New Server** Details screen will appear

This is an example of the settings necessary to send data to a Salamander Command laptop. NOTE: Contact STI Tech Support for interTRAX settings 1-877-430-5171

Name: Command

***Server:** IP Address

***Path:** Server Name

Specify Port: Check box and input number when necessary

Use HTTPS: Select for use

Click on **SAVE**

The screenshot shows a window titled "New Server Details" with a close button in the top right. Inside, there are "BACK" and "SAVE" buttons with circular icons. The text "-- NEW SERVER --" is centered. Below this, there are three red-labeled fields: "*Name" with the value "Command", "*Server" with the value "172.16.1.26", and "*Path" with the value "CommandServer". At the bottom, there are two unchecked checkboxes: "Specify Port" (with a small input field showing "0") and "Use HTTPS".

This is an example of the settings necessary to send data to interTRAX reports™.

***Name:** interTRAX reports

***Server:** IP Address

***Path:** Server Name

Specify Port: Check box and input number when necessary

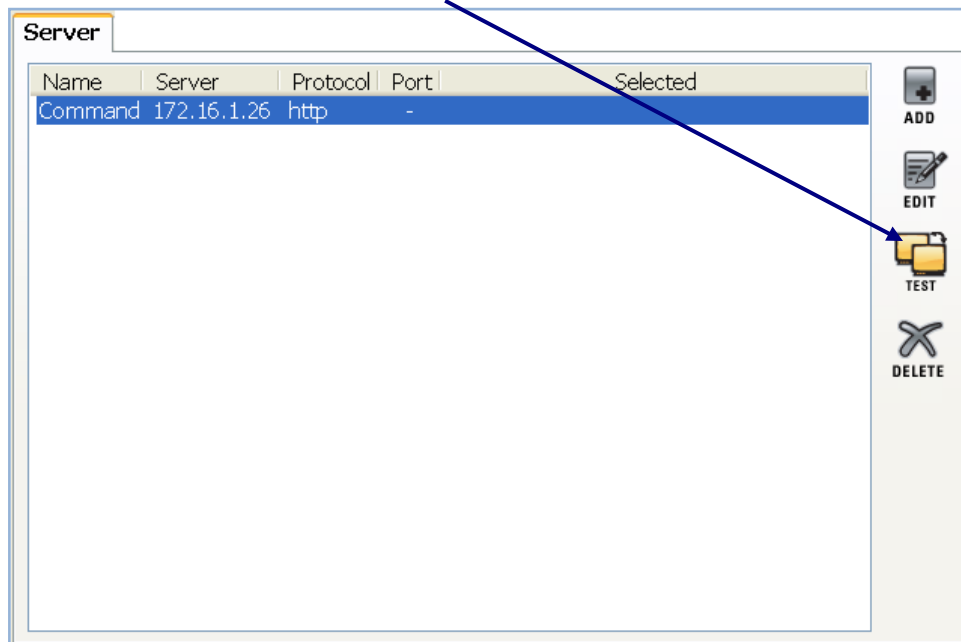
Use HTTPS: Select for use with secure

Click on **SAVE**

The screenshot shows a window titled "New Server Details" with a close button in the top right. Inside, there are "BACK" and "SAVE" buttons with circular icons. The text "-- NEW SERVER --" is centered. Below this, there are three red-labeled fields: "*Name" with the value "interTRAX reports", "*Server" with the value ">XX>XX>XX>XX", and "*Path" with the value "CommandServer". At the bottom, there are two unchecked checkboxes: "Specify Port" (with a small input field showing "0") and "Use HTTPS".

Test Server

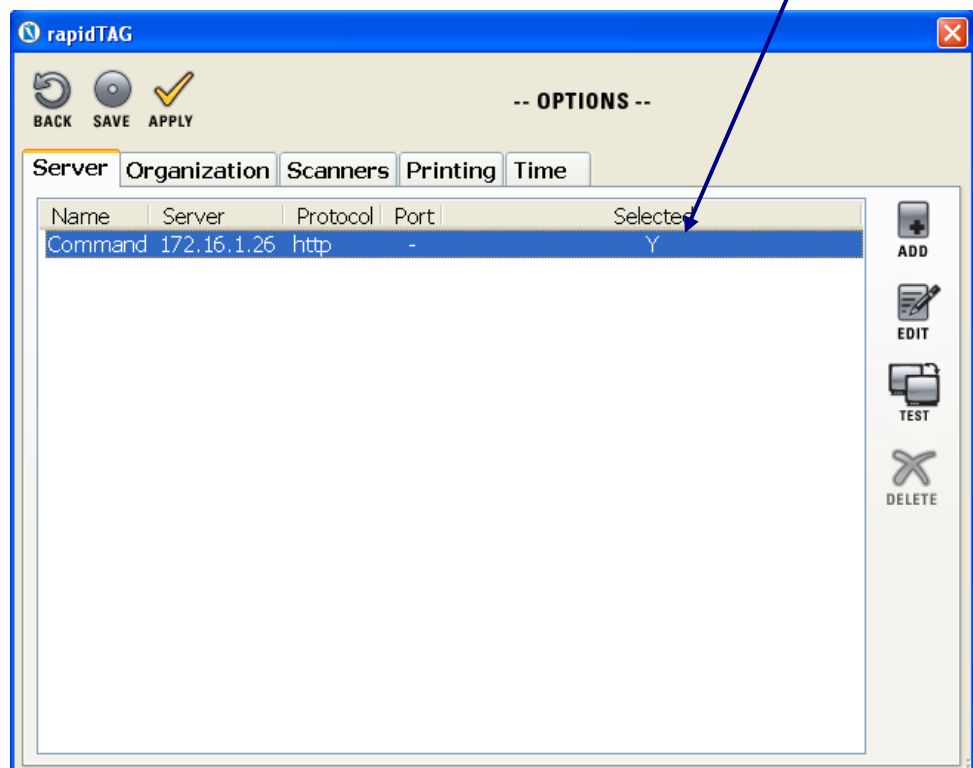
Highlight the server and click on the **Test** button



If the test is not successful check the settings.

Select Server (Active)

To Select the Server that you wish to make active double click on the server and a **Y** will appear in the Selected column

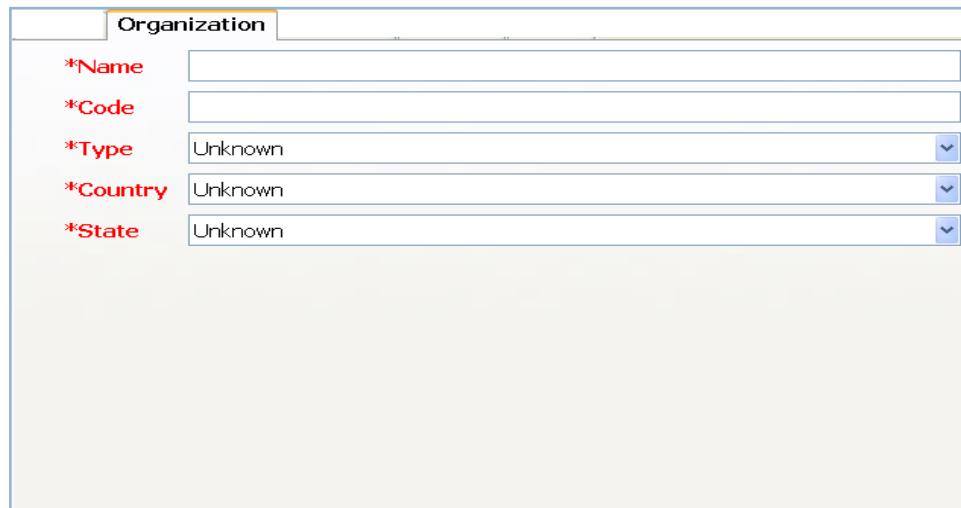


Click on **APPLY**
and **SAVE**

Organization Tab

rapidTAG Options – Organization tab

All of the information is required. Additional information on the initial organization entry may be found in the Initial Startup section.



The screenshot shows the 'Organization' tab in the rapidTAG Options window. It contains five required fields, each marked with a red asterisk (*):

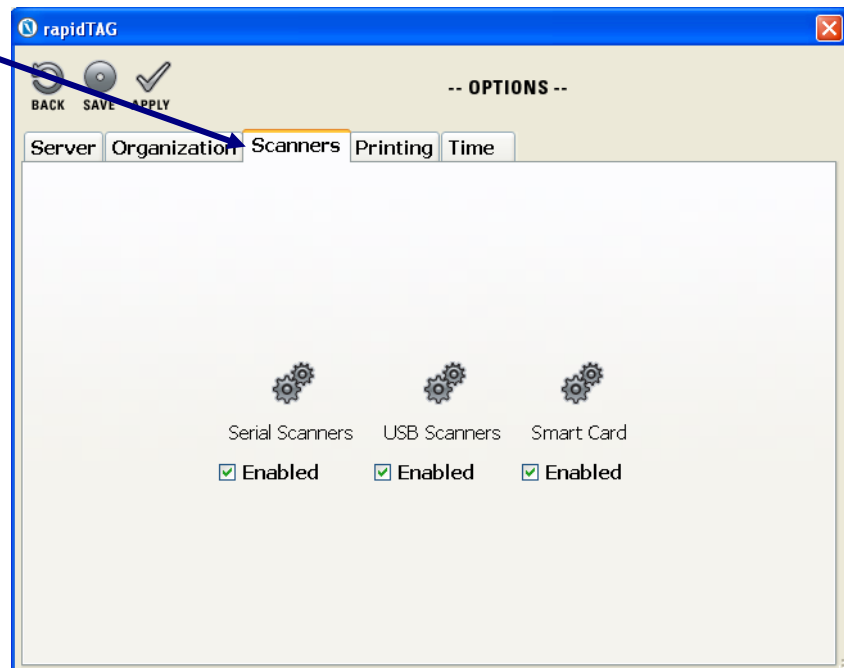
- *Name**: A text input field.
- *Code**: A text input field.
- *Type**: A dropdown menu currently set to 'Unknown'.
- *Country**: A dropdown menu currently set to 'Unknown'.
- *State**: A dropdown menu currently set to 'Unknown'.

Scanners Tab

rapidTAG Options – Scanners tab

Install the appropriate device drivers.

Click on the **Scanners** tab



The screenshot shows the 'Scanners' tab in the rapidTAG Options window. The window title is 'rapidTAG'. At the top, there are buttons for 'BACK', 'SAVE', and 'APPLY'. Below these are tabs for 'Server', 'Organization', 'Scanners', 'Printing', and 'Time'. The 'Scanners' tab is selected. The main area displays three scanner categories, each with a gear icon and a status:

- Serial Scanners**: ☒ Enabled
- USB Scanners**: ☒ Enabled
- Smart Card**: ☒ Enabled

Information may be captured and used to populate the person form.

interTRAX™ ID tag barcode (using a Symbol DS3408, DS3478 or DS6707 scanner).

Information for personnel from an STI barcode may include the First Name, Last Name, Date of Birth, Personnel ID, Rank and Qualifications.

Information for equipment from an STI barcode may include Description, Organization, Equipment Type, Mfg Make, Mfg Year, and Qualifications

A driver license (using an ESEEK Model 250).

Information from a Driver License for personnel may include the First Name, Last Name, and Date of Birth if they are included in the Driver License barcode. NOTE: The Driver License number and expiration, address, city, state and zip are parsed from the driver license although they do not appear on the screen.

A Smart Card (using a Smart Card reader)

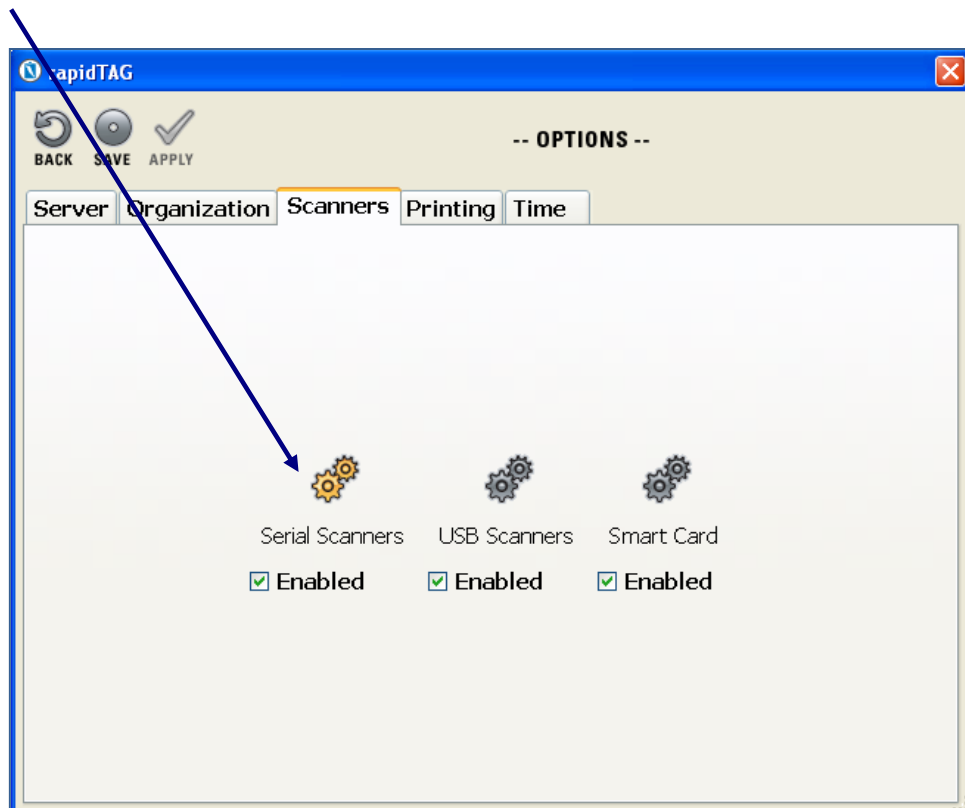
Information for personnel from a smart card may include ID, Organization, Last Name, First Name, Rank, Date of Birth, Role, Location and Qualifications.

Information for equipment from a smart card may include ID, Organization, Description, Type, Mfg Make, Model, Mfg Year, In Service Date, Role Location and Qualifications

Scanners – Serial

Plug in a Symbol 3408 tethered scanner or ESEEK Model 250.

Click on the **Serial** button.



The Serial Port Settings screen will appear
 (NOTE: Each time an ESEK is used you must verify the port settings.)

Serial Port Settings

Close Test Save Refresh Delete -- SERIAL PORT SETTINGS --

COM Port	Description
COM1	COM1
COM3	COM3
COM4	COM4

Name: ESEK Port: COM4 Baud Rate: 9600 Data Bits: 8 Parity: None Stop Bits: One Hand Shake: None

☒ Auto Load

Serial port is ENABLED on COM4

Highlight the COM Port. Type in the Name of device and check Auto Load.
 Click on **SAVE**

Serial Port Settings

Close Test Save Refresh Delete -- SERIAL PORT SETTINGS --

COM Port	Description	Use Device	Baud Rate	Data Bits	Parity	Stop Bits	Handshake
COM4	ESEK	Yes	9600	8	None	One	None
COM1	COM1						
COM3	COM3						
COM4	COM4						

Name: ESEK Port: COM4 Baud Rate: 9600 Data Bits: 8 Parity: None Stop Bits: One Hand Shake: None

☒ Auto Load

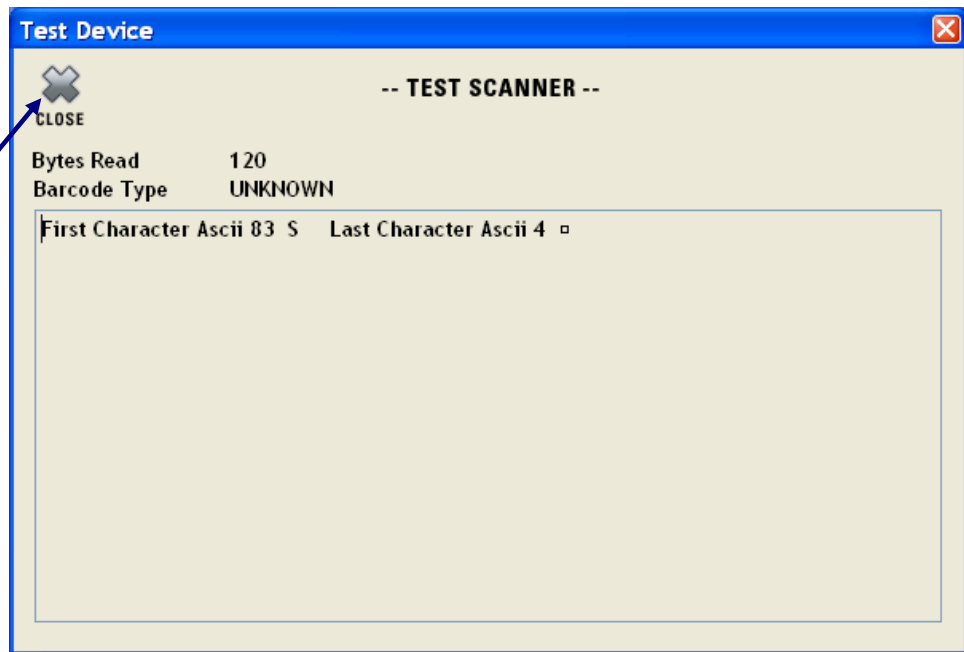
Serial port is ENABLED on COM4

Click on **TEST**

The Test Device screen will appear

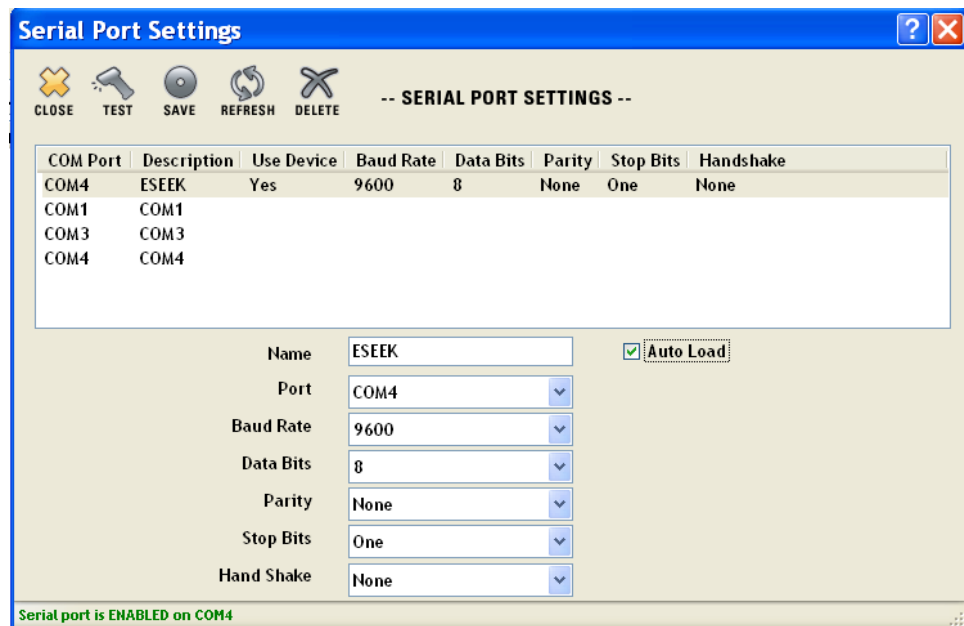
Scan a Salamander barcode and the information will appear

Click on **Close**



Click on **SAVE**

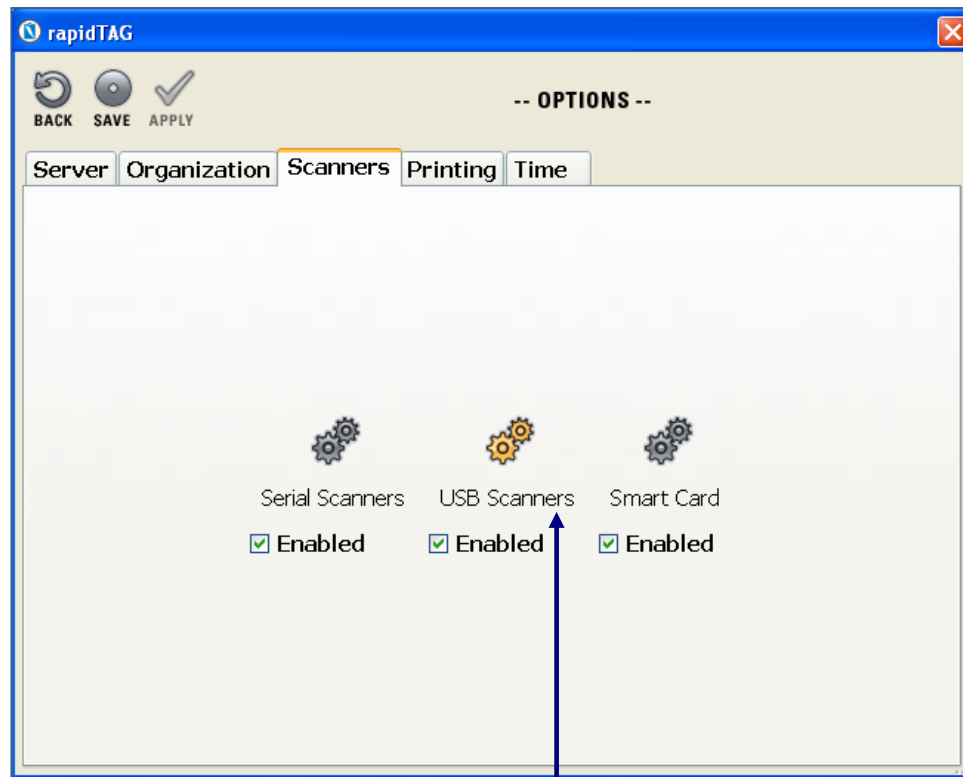
Click on **CLOSE**



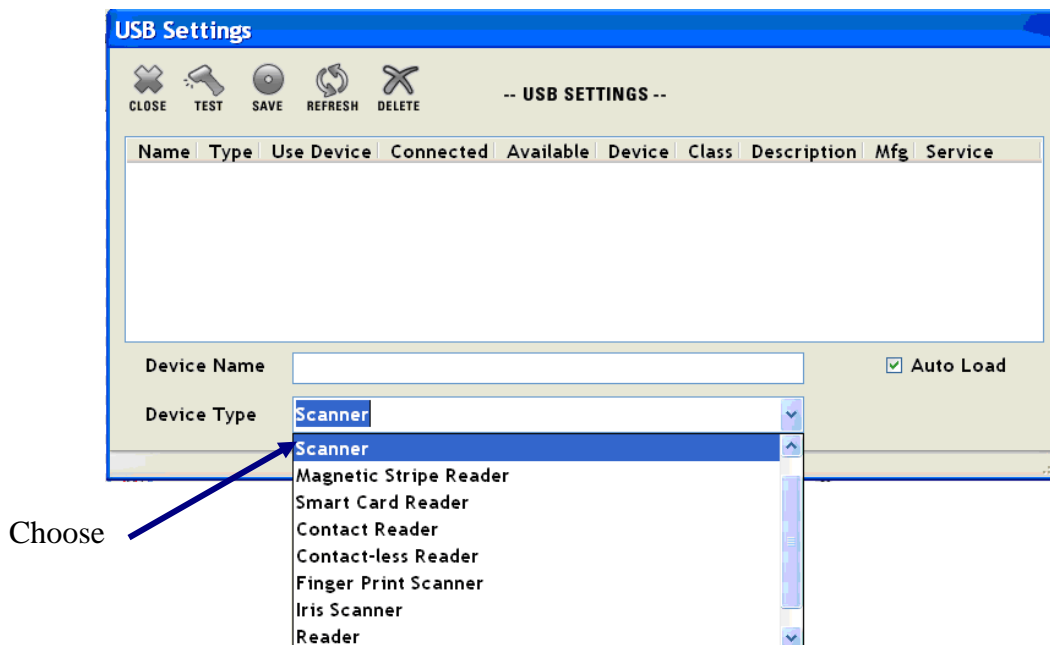
(Note: Once you click on CLOSE you will no longer be able to test the device.)

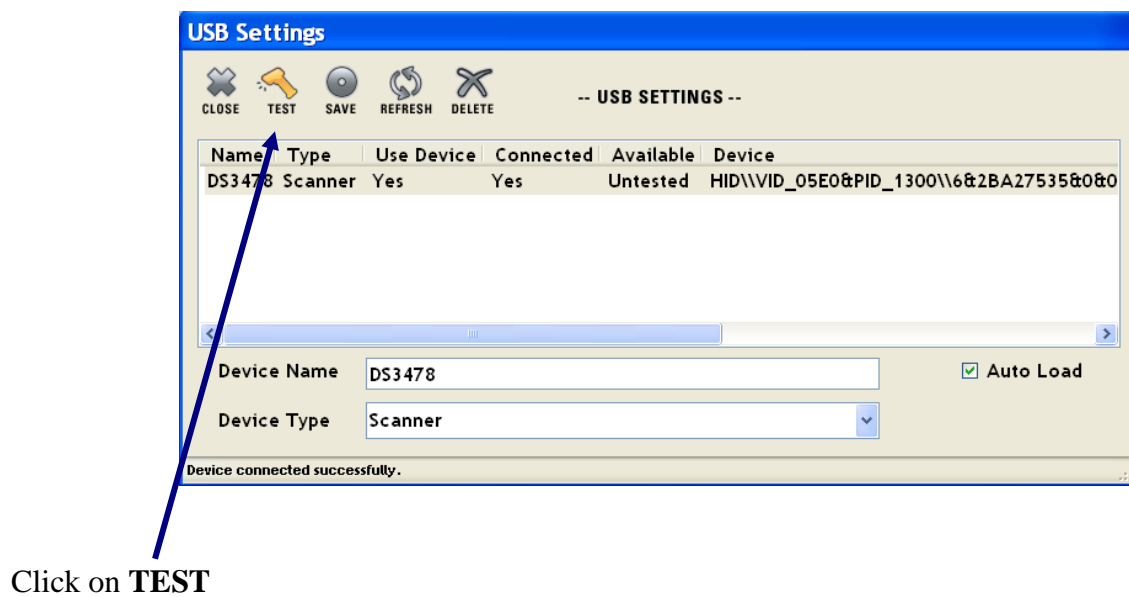
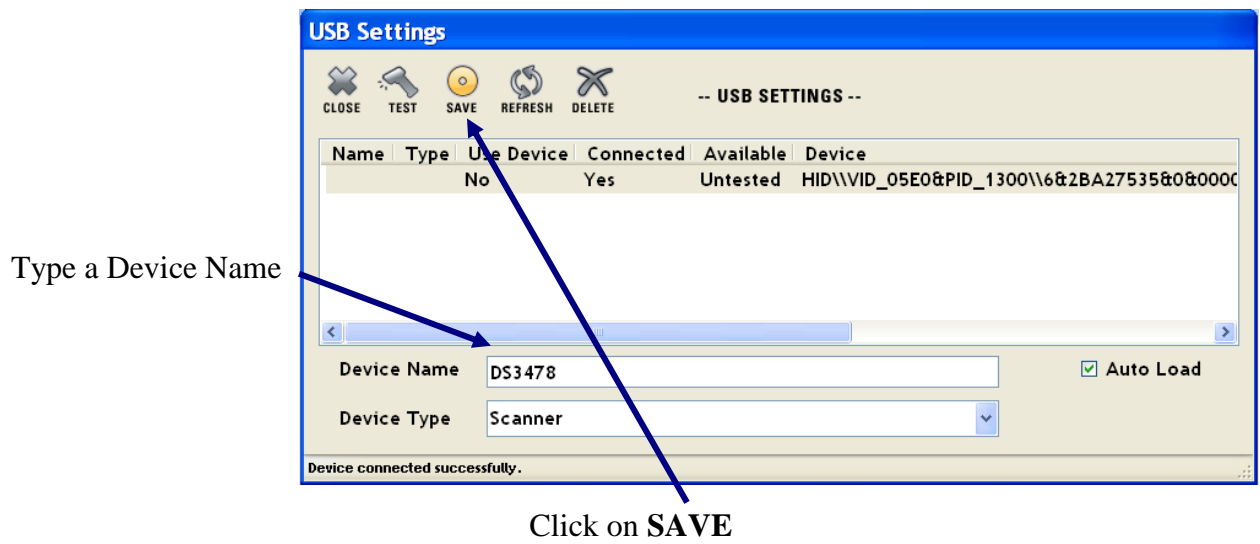
Scanners – USB

Plug in the DS 3478 Cordless Bluetooth scanner or the DS6707 tethered scanner



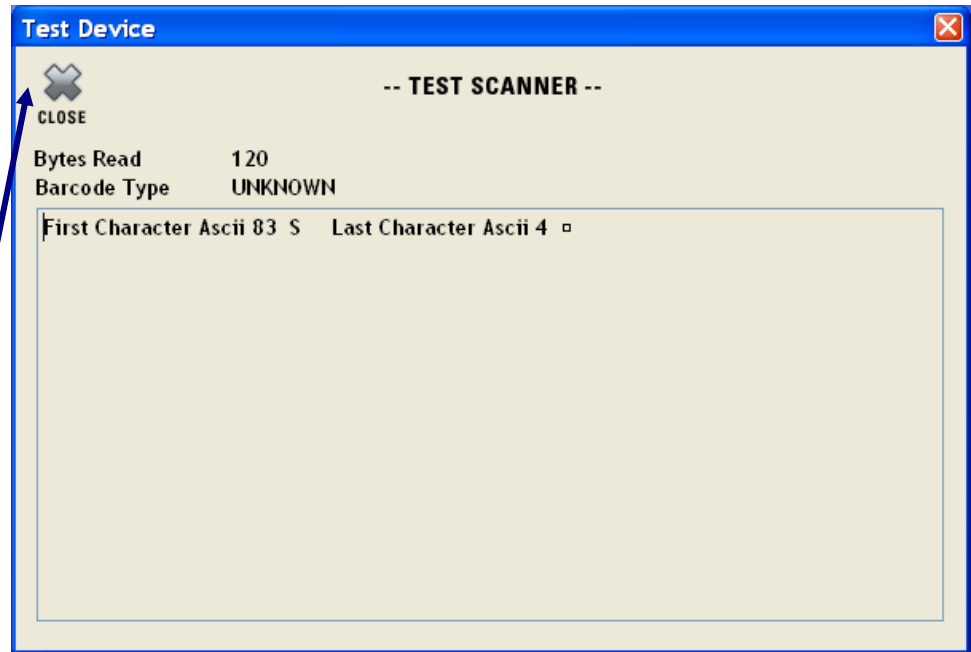
To setup a tethered USB device click on the USB button
The USB Settings screen will appear.





The Test Device screen will appear

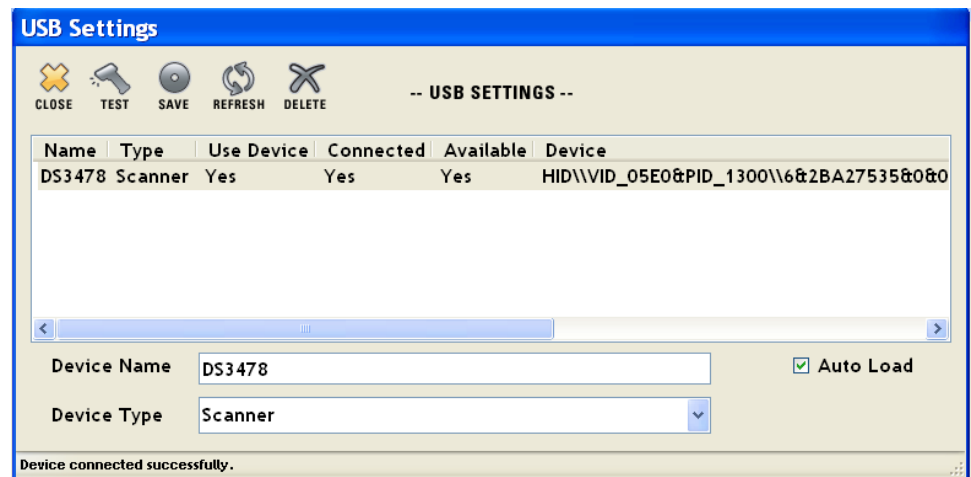
Scan a Salamander barcode and the information will appear



Click on **CLOSE**

Click on **SAVE**

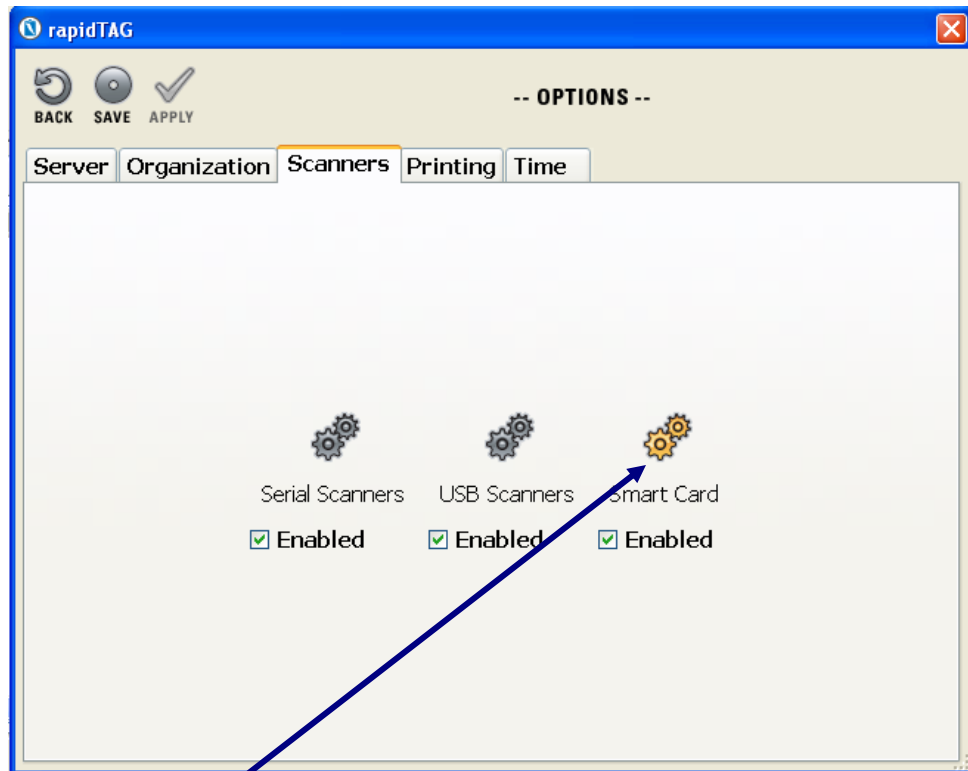
Click on **CLOSE**



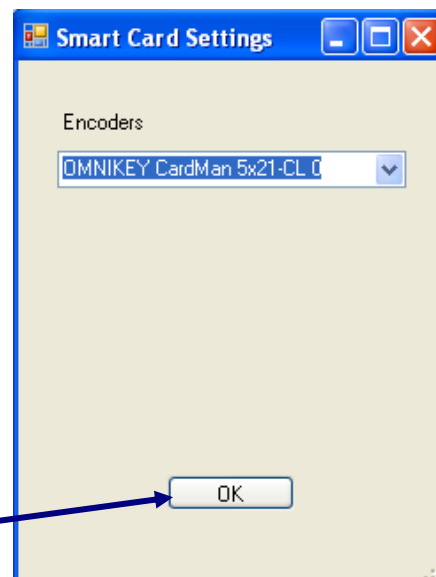
SmartCard

Install OMNIKEY driver

Attach the HID OMNIKEY Device



Click on the **SmartCard** icon



Click on **OK**

Printing Tab

rapidTAG Options – Printing tab

Highlight Company, Equipment or Responders to complete printing setup for each.

The screenshot shows the 'Printing' tab of the 'rapidTAG Options' window. At the top, there are icons for 'BACK', 'SAVE', and 'APPLY', followed by the title '-- OPTIONS --'. Below this is a tabbed interface with 'Server', 'Organization', 'Scanners', 'Printing' (selected), and 'Time'. The 'Printing' tab contains two sections: 'Company' with a tree view showing 'C_8.5x11_Company_Sheet' and 'Responders' with 'R_2x3_2-Sided Landscape'; and 'Equipment' with a tree view showing 'E_2x1_Equipment_Assignment'. Below these are settings for 'Printer' (set to 'Black and White'), 'Design' (set to 'C_8.5x11_Company_Sheet'), 'Copies' (set to 1), 'Starting Record Number' (set to 1), and 'Output Type' (set to 'Manual Encode').

Note: If you have not chosen a design and you click on the Finish button, a message will appear.

Click on **OK**



Click on File → Options complete the setup.

Copies and Starting Record Number

The screenshot shows the 'Copies' and 'Starting Record Number' settings. The 'Copies' field is a spinner box set to 1. The 'Starting Record Number' field is a spinner box set to 1.

Choose the number of copies that will print.
The Starting Record Number is 1.

Output Type

Output Type	Manual Print
	Manual Print
	Auto Print
	Manual Encode
	Auto Encode

Print

Manual Print. To activate the print function for a resource you must use the Print button.

Auto Print. The box for **Print when finished** on the main screen will be checked. When a resource is entered the printing process will begin automatically.

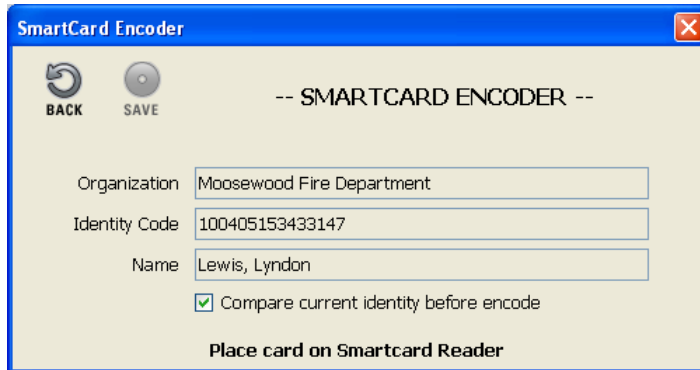
Encode

Manual Encode. To activate the encode function for a resource you must use the Print button.

Auto Encode. The box for **Print when finished** on the main screen will be checked. When a resource is entered the encoding process will begin automatically.

The SmartCard Encoder screen will appear and you will be prompted to place a card of the Omni Key reader. When a card has been encoded it will be saved and you will receive the SmartCard Encoder box for the next person or piece of equipment.

The encoding process begins when the SMARTCARD ENCODER screen appears.



The SmartCard Encoder dialog box has a blue title bar with the text "SmartCard Encoder" and a close button. Inside, there are "BACK" and "SAVE" buttons with circular icons. The text "-- SMARTCARD ENCODER --" is centered. Below are three text input fields: "Organization" with "Moosewood Fire Department", "Identity Code" with "100405153433147", and "Name" with "Lewis, Lyndon". A checkbox labeled "Compare current identity before encode" is checked. At the bottom, it says "Place card on Smartcard Reader".

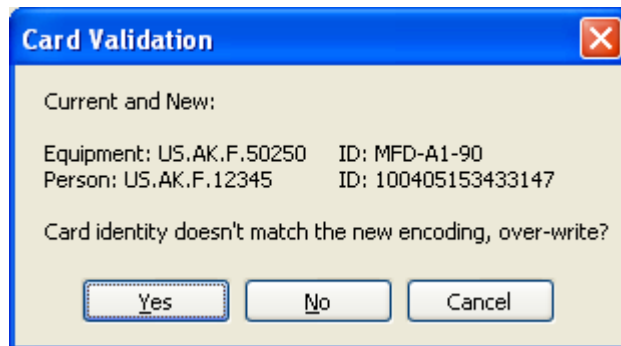
The software will verify the current identity on the card matches the responder information and encode the card.

If the card identity does not match the rapidTAG record the Card Validation screen will appear.

Yes. Over-write card.

No. Replace the card and continue the encoding process.

Cancel. Cancel the encoding process.



The Card Validation dialog box has a blue title bar with the text "Card Validation" and a close button. It displays "Current and New:" information. Under "Current", it shows "Equipment: US.AK.F.50250" and "ID: MFD-A1-90". Under "New", it shows "Person: US.AK.F.12345" and "ID: 100405153433147". Below this, it asks "Card identity doesn't match the new encoding, over-write?". At the bottom are three buttons: "Yes", "No", and "Cancel".

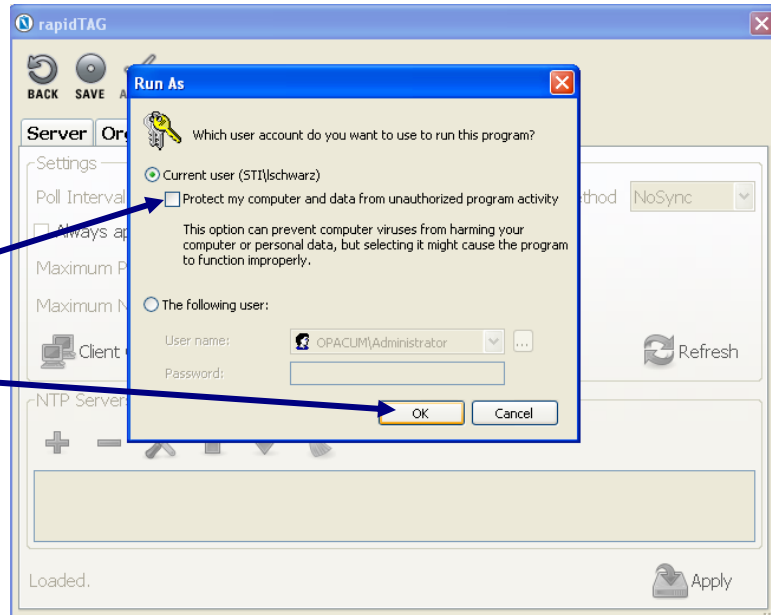
Time Tab

rapidTAG Options – Time tab

The Time tab controls how often the *rapidTAG*™ laptop goes out to the internet for the current time. If the *rapidTAG*™ laptop is attached to the internet the Time tab also controls a service that allows devices to connect and download time.

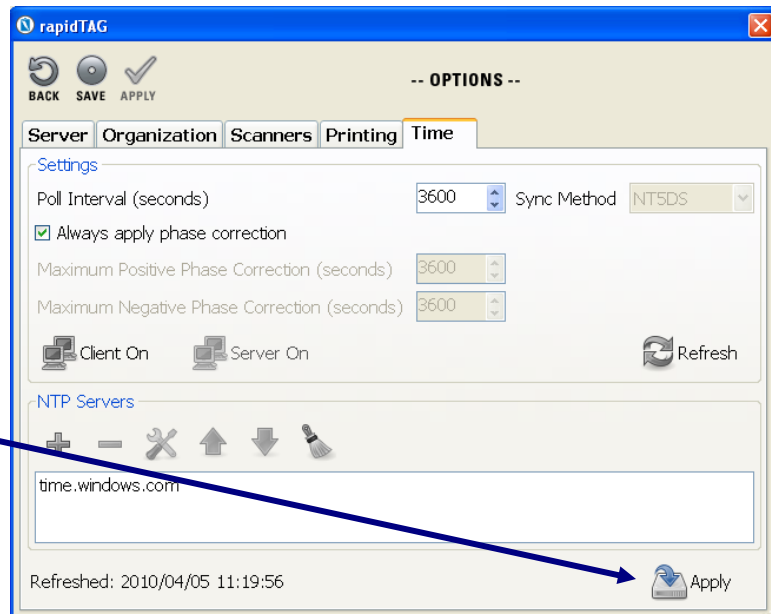
Uncheck the Protect my computer and data from unauthorized program activity

Click on OK



The Settings screen will appear. The setting should be set at 3600 and the Client and Server should be On

Click Apply



3 Using *rapidTAG*™

Manual Entry or Scanner Entry

Responder and Equipment information may be entered manually or it may be scanned into the database.

Scan a driver license, Salamander barcode, and military IDs using an ESEEK or Handheld Scanner. Smart Card credentials may also be read in using an Omni Key reader.



The information that is read in will be parsed and placed in the appropriate areas on the Responders or Equipment tab.

NOTE: The information available on a driver license varies throughout the United States.

Start a New Incident

Click on the **Start** button. Click on the Incident Name or Number if you wish to make a change after you have clicked on the Start button.

The screenshot shows the 'rapidTAG' software window. At the top is a menu bar with 'File', 'Actions', 'Reports', and 'Help'. Below the menu is the 'Incident Information' section, which contains a 'Start' button, a 'Name' field with the value 'rapidTAG: 20100405-112603', a 'Number' field with the value '20100405-112603', and a 'Par Count' field with the value '0'. To the right of these fields are 'Print' and 'Send' buttons. Below the 'Incident Information' section are four tabs: 'Responders', 'Equipment', 'Companies', and 'Organization'. The 'Responders' tab is currently selected, showing a large empty list area. At the bottom of the window is a status bar with a checked 'Print when finished' checkbox and several buttons: 'Add', 'Edit', '< Previous', 'Next >', and 'Cancel'.

Main Screen Functionality

rapidTAG™ will assign an Incident Name and ID number or you may type in the information prior to clicking on the Start button. The Par Count will increment as Responders are added.

The Incident Information remains at the top of the input screen while information is added on the four tabs.

End. End the incident

Print. Highlight a record and click on Print. An expired record will not print.

Send. Send all of the unsent records to the server.

↑ **Print when finished.** Click to print the record automatically when the Finish button is clicked

Add. The add screen for responder, equipment, or company will appear dependent on the open tab.

Edit. Highlight the responder, equipment or company and click on Edit or double click on the responder or equipment to edit the record. You may edit the record if it is expired only if the Print when finished box is unchecked

Next. Adds the record to the company.

Cancel. The Cancel box will appear when Editing not when Adding a record.

Sort. Click on the column header to sort.

Choose the Responder, Equipment, Companies or Organization tab and click on Add

The screenshot shows the rapidTAG software window. The title bar is blue with the text "rapidTAG". Below the title bar is a menu bar with "File", "Actions", "Reports", and "Help". The main area is divided into two sections: "Incident Information" on the left and "Actions" on the right. In the "Incident Information" section, there is a table with two rows: "Name" with value "rapidTAG: 20100405-112603" and "Number" with value "20100405-112603". To the right of the "Number" row is a "Par Count" field with the value "0". There is an "End" button to the left of the "Name" row. In the "Actions" section, there are "Print" and "Send" buttons. Below these sections are four tabs: "Responders", "Equipment", "Companies", and "Organization". The "Responders" tab is selected. Below the tabs is a table with columns: "Last Name", "First Name", "ID", "Rank", "Role", "Level", "Issued", and "Expires". The table is currently empty. At the bottom of the window, there is a row of buttons: a checkbox labeled "Print when finished" (which is checked), an "Add" button, an "Edit" button, a "< Previous" button, a "Next >" button, and a "Cancel" button.

Responder tab

This screenshot is similar to the one above, but it highlights the "Add" button in the bottom row of buttons. A blue arrow points from the text "Click on Add" to the "Add" button. The "Add" button is highlighted with a yellow border. The rest of the interface is identical to the previous screenshot.

ID. Assigned by the software or taken from the interTRAX™ barcode and may be changed. (Required)

Last Name. Enter the Name. It will appear if an interTRAX™ barcode is scanned. (Required)

Rank. Choose from the dropdown or type in a rank. It will appear if an interTRAX™ barcode is scanned.

Role. Choose from the dropdown or type in a role. (Required)

Location. Choose from the dropdown or type in a location. (Required)

Organization. Choose from the dropdown. If the organization does not exist click on the New button and add the organization. The default is the organization selected for the last record. (Required)

First Name. Enter the Name. It will appear if an interTRAX™ barcode is scanned. (Required)

Birth Date. Enter the birth date. Today's date is the default. It may appear if an interTRAX™ barcode is scanned.

Expires. Check the box and enter a date and time. (Required)


Picture. Information follows.

Qualifications. Choose qualifications from the list or if the Qualification is not on the list click on File → Edit Qualifications and add the qualification. Use the arrows to move the qualifications to or from the Selected qualifications list. They may appear if an interTRAX™ barcode is scanned.

Finish. This will enter the information and the main screen will appear.

Cancel. The Cancel box will appear when Editing not when Adding a record

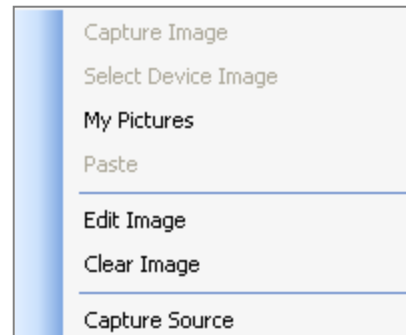
Picture

Double click on  and the Open screen will appear.

Navigate to the picture that you wish to import. The Image Edit Screen will appear.

OR

Right click on  and a dropdown will appear.



My Pictures. The Open screen will appear.
Navigate to the picture that you wish to import.

Edit Image. The Image Edit screen will appear.

Image Edit Screen

BACK. The Person Form screen will appear and you will lose any changes that you have made to the picture.

SAVE. This will Add the picture to the Person tab. You must click SAVE again while on the Person Form screen to save the picture to the record.

ROTATE. This allows you to rotate the picture 360 degrees.

FLIP H. This allows you to flip the picture horizontally.

FLIP V. This allows you to flip the picture vertically.

UNDO. This allows you to remove any changes that you have made to the picture.

Crop. This allows you the crop the picture using the yellow line that outlines the picture.



Clear Image. The image will be deleted.

Capture Source. The Capture Device screen will appear. See the Appendix for additional information.

After the information has been manually entered or scanned and the picture added if desired click on **Finish**

The screenshot shows the 'rapidTAG' application window. The 'Incident Information' section at the top includes fields for Name (rapidTAG: 20110620-105933), Number (20110620-105933), and Par Count (2). Below this is the 'Responder' section with fields for ID (110714135923120), Organization (Moosewood Fire Dep.), Last Name (Lewis), First Name (Lyndon), Rank (Fire Fighter), Birth Date (2/19/1960), Role (Decon), Location (WARM), and Expires (7/14/2011 22:00). There are also 'Qualifications' and 'Selected Qualifications' tables. The 'Selected Qualifications' table shows 'ESF4FF Firefighting'. At the bottom, there are buttons for 'Print when finished', 'Add', 'Edit', '< Previous', 'Finish', and 'Cancel'. A blue arrow points to the 'Finish' button.

The main screen will appear.

Print. Highlight the Responder and click on Print. An expired record will not print.
Send. Click to send the information to the server.
Add. Click to add another Responder.
Edit. Highlight the record and click on Edit.

The screenshot shows the 'rapidTAG' application window in its main state. The 'Incident Information' section at the top includes fields for Name (rapidTAG: 20110620-105933), Number (20110620-105933), and Par Count (3). Below this is a table of responders. The table has columns for Last Name, First Name, ID, Rank, Role, Location, Issued, and Expires. The first row shows 'Lewis Lyndon 110714135923120 Fire Fighter Decon WARM 7/14/2011 9:59 7/14/2011 22:00'. At the bottom, there are buttons for 'Print when finished', 'Add', 'Edit', '< Previous', 'Next >', and 'Cancel'. The status bar at the bottom indicates 'No server selected', 'No scanners found.', '7/14/2011', and '10:57:02 AM'.

Equipment tab

Click on the Equipment tab and click on **Add**

The screenshot shows the rapidTAG software window. The 'Incident Information' section at the top contains fields for Name (rapidTAG: 20110620-105933), Number (20110620-105933), and Par Count (3). To the right are 'Print' and 'Send' buttons. Below this is a tabbed interface with 'Responders', 'Equipment', 'Companies', and 'Organization'. The 'Equipment' tab is selected. Below the tabs is a table with columns: Description, Mfg Make, Mfg Model, Type, ID, Role, Location, Issued, and Expires. At the bottom of the window, there is a row of buttons: 'Print when finished' (checkbox), 'Add', 'Edit', '< Previous', 'Next >', and 'Cancel'. A blue arrow points from the 'Add' button to the 'Equipment' tab.

ID. Assigned by the software however it may be changed. It will appear if an interTRAX™ barcode is scanned. (Required)
Description. Enter the Description. It will appear if an interTRAX™ barcode is scanned. (Required)

The screenshot shows the rapidTAG software window with the 'Equipment' tab selected. The 'Incident Information' section at the top is the same as in the previous screenshot. Below the tabs, the 'Equipment' section contains the following fields:

- ID: 110714145858363
- Organization: Moosewood Fire Departme (dropdown menu)
- Description: (empty text field)
- Type: <Select Type> (dropdown menu)
- Mfg Make: (empty text field)
- Model: (empty text field)
- Mfg Year: 2011
- In Service Date: 7/14/2011 (calendar icon)
- Role: (empty dropdown menu)
- Location: (empty dropdown menu)
- Expires: 7/14/2011 (calendar icon)

Below these fields is a 'Qualifications' section with a table:

Code	Description
ESF11Ag	Agriculture and Natural Resou
ESF2Comms	Communications
ESF14Recov	Community Recovery

To the right of this table are '>>>' and '<<<' buttons. Below the qualifications is a 'Selected Qualifications' section with a table:

Code	Description
------	-------------

At the bottom of the window, the buttons are: 'Print when finished' (checkbox), 'Add', 'Edit', '< Previous', 'Finish', and 'Cancel'. The status bar at the bottom shows 'No server selected', 'No scanners found.', '7/14/2011', and '10:59:05 AM'.

Mfg Make. Enter the Manufacture Make. It may appear if an interTRAX™ barcode is scanned.

Mfg Year. Enter the Manufacture Year. It may appear if an interTRAX™ barcode is scanned.

Role. Choose from the dropdown or type in a role. (Required)

Location. Choose from the dropdown or type in a location. (Required)

Organization. Choose the Organization from the dropdown. Choose from the dropdown. If the organization does not exist click on the New button and add the organization. The default is the organization selected for the last record. (Required)

Type. Choose from the dropdown.

Model. Enter the Model. It may appear if an interTRAX™ barcode is scanned.

In Service Date. Enter the in service date. The default is today's date. (Required)

Expires. Check the box and enter a date and time. (Required)

Qualifications. Choose qualifications from the list or if the Qualification is not on the list click on File → Edit Qualifications and add the qualification. Use the arrows to move the qualifications to or from the Selected qualifications list. They may appear if an interTRAX™ barcode is scanned.

Finish. This will enter the information and the main screen will appear.

Cancel. The Cancel box will appear when Editing not when Adding a record.

After the information has been manually entered or scanned and the picture added if desired click on **Finish**

The screenshot shows the 'rapidTAG' application window. The 'Incident Information' section at the top includes fields for Name (rapidTAG: 20110620-105933), Number (20110620-105933), and Par Count (3). The 'Equipment' section contains fields for ID (110714145858363), Organization (Moosewood Fire Departme), Description (HFTD-E1-95-T3), Type (Engine), Mfg Make, Model, Mfg Year (2008), In Service Date (4/ 5/2008), Role (Decon), Location (WARM), Expires (7/14/2011), and a time field (22:00). Below these are two lists: 'Qualifications' with items like ESF15ExtAf, ESF10HazM, and ESF8Health; and 'Selected Qualifications' with ESF4FF. At the bottom, there are buttons for 'Add', 'Edit', '< Previous', 'Finish', and 'Cancel'. A status bar at the very bottom indicates 'No server selected', 'No scanners found.', and the date/time '7/14/2011 11:01:23 AM'. A blue arrow originates from the 'Finish' button and points to the 'Finish' text in the instructions above the window.

The main screen will appear.

Print. Highlight the Responder and click on Print. An expired record will not print.
Send. Click to send the information to the server.
Add. Click to add another Responder.
Edit. Highlight the record and click on Edit.

Companies tab

Click on the **Companies** tab and click on **Add**

ID. Type in the ID. The maximum number of characters is 50. (Required)

Organization. Choose from the dropdown. If the organization does not exist click on the New button and add the organization.

Name. Type in the Name. The maximum number of characters is 50. (Required)

NIMS Type. Choose from the dropdown.

Designation. Choose from the dropdown or type into the box. The maximum number of characters is 25.

Kind. Choose from the dropdown or type into the box. The maximum number of characters is 25.

NOTE: The information that you manually enter for the designation and the kind will be used for this record only and will not remain in the dropdown list for additional companies.

Role. Choose from the dropdown or type in a role.

Location. Choose from the dropdown or type in a location.

Expires. Check the box and enter a date and time.

Qualifications. Choose qualifications from the list or if the Qualification is not on the list click on File → Edit Qualifications and add the qualification. Use the arrows to move the qualifications to or from the Selected qualifications list.

The Company screen will appear. You may add Responders and Equipment from this screen.

Add New Organization

All of the information is required. Additional information on the initial organization entry may be found in the Initial Startup section.

The screenshot shows the 'rapidTAG' application window. The 'Incident Information' section at the top includes an 'End' button, a 'Name' field with the value 'rapidTAG: 20110620-105933', a 'Number' field with the value '20110620-105933', a 'Par Count' field with the value '0', and 'Print' and 'Send' buttons. The main section is titled 'Organization' and contains several input fields: 'ID' (110627225323802), 'Name' (Moosewood Community Hospital), 'Type' (Health Care), 'Country' (United States), and 'State' (Alaska). At the bottom, there is a 'Print when finished' checkbox, 'Add' and 'Edit' buttons, and '< Previous', 'Finish', and 'Cancel' buttons. The status bar at the very bottom indicates 'No server selected', '1 device connected.', the date '6/27/2011', and the time '6:53:43 PM'.

Company screen

Highlight
Responders or
Equipment

Click on Add

Manually enter or
scan the Responder or the Equipment information

Click on Next

The Company screen will appear

Leader. You may choose a leader from the dropdown.

Print. Highlight the Company, Responders or Equipment and click on Print

Send. Click to send the information to the server

Finish. Click on finish to complete the record. If the Print when entered box is checked the record will print.

rapidTAG

File Actions Reports Help

Incident Information

End Name rapidTAG: 20110503-145524 Number 20110503-145524 Par Count 9

Print Send

Company

Leader Lewis Carl

[None]
DeRosa Nick
Earley Terry
Lewis Carl
Wentworth Muriel

Company 50250-1 - Single Resource

Responders

DeRosa Nick
Earley Terry
Lewis Carl
Wentworth Muriel

Equipment

MFD WT2

☐ Print when entered Add Edit Remove < Previous Finish Cancel

No server selected 2 devices connected 5/3/2011 3:59:25 PM

To access the Responders and Equipment in a Company double click on the Company

rapidTAG

File Actions Reports Help

Incident Information

End Name rapidTAG: 20100405-112603 Number 20100405-112603 Par Count 1

Print Send

Company

Company HFTD-WE1-05-T5N - Single Resource, Huskie Trail Village FD

Responders

Trana Randy
Wert Kelly
Wolfcale Julie

Equipment

HTFD-WE1-05-T5N

☒ Print when entered Add Edit < Previous Finish Cancel

Send. Click to send the information to the server

Add. Click to add another Company

Edit. Highlight a company and click on edit

Organization tab

The Organization may be entered manually or will be added to the database from information parsed from a Salamander ID.

Click on the Organization tab and click on Add

The screenshot displays two overlapping windows of the rapidTAG application. The background window shows the 'Incident Information' tab with fields for Name (rapidTAG: 20100405-112603) and Number (2). The foreground window shows the 'Organization' tab. It contains the following fields: ID (100405154432870), Name (Huskie Trail Village FD), Type (Fire Service), Country (United States), and State (Alaska). At the bottom of the foreground window are buttons for 'Add', 'Edit', '< Previous', 'Finish', and 'Cancel'. A 'Print when finished' checkbox is checked. The top menu bar includes 'File', 'Actions', 'Reports', and 'Help'.

ID. Assigned by the software however it may be changed. (Required)

Name. Enter the Name. (Required)

Type. Choose the Type from the dropdown. (Required)

Country. Choose the Country from the dropdown. (Required)

State. Choose the State from the dropdown. (Required)

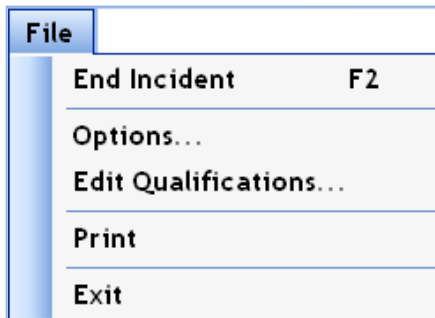
Finish. This will enter the information and the main screen will appear.

Cancel. The main screen will appear.

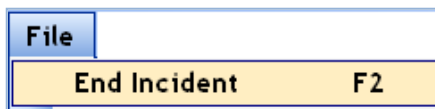
NOTE Only the Organization Name may be edited once an Organization has been entered.

Menu Bar

File

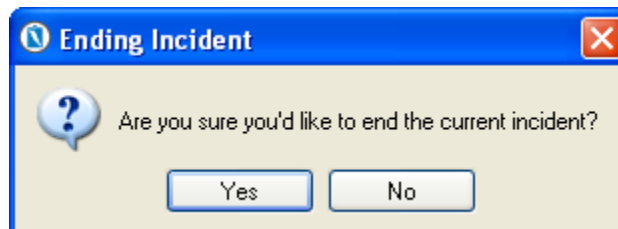


End Incident

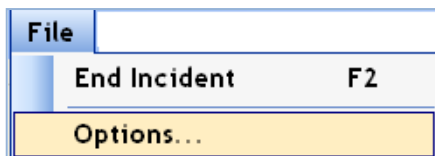


File → End Incident

The Ending Incident screen will appear. The organizations from past incidents will remain however the responders, equipment and companies will not.



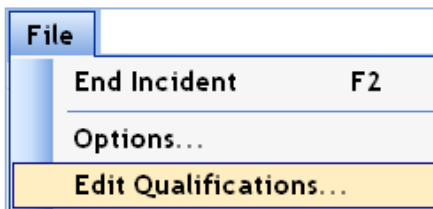
Options



File → Options

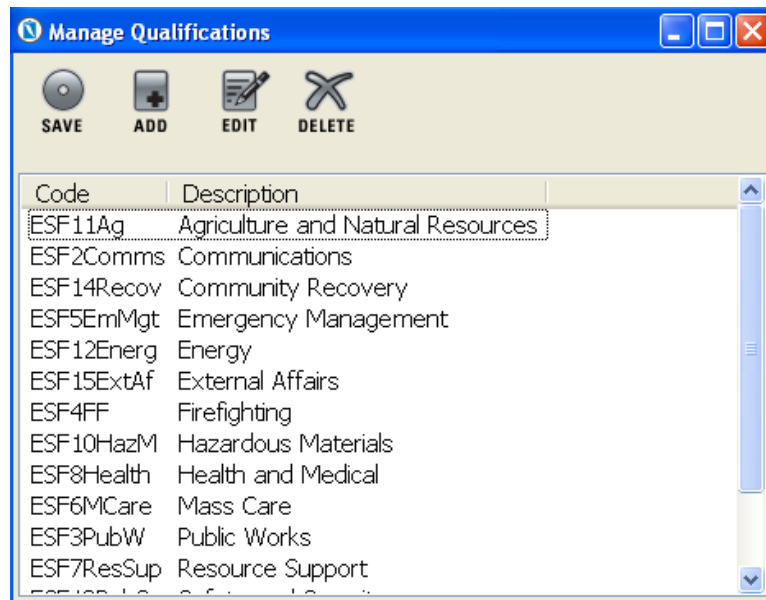
This screen is used to setup Servers, Organizations, Scanners, Printers and Time.

Edit Qualifications...

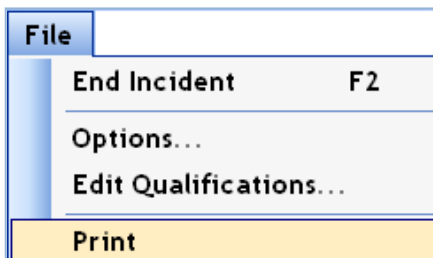


File → Edit Qualifications...

This screen is used to Add or Edit Qualifications.



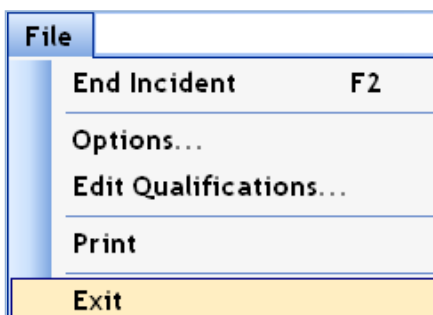
Print



File → Print

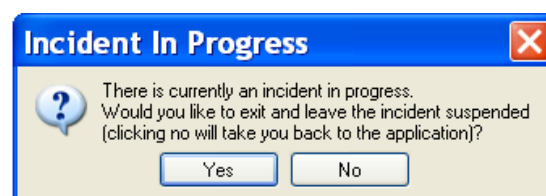
The software will print a card or label for the responder and piece of equipment that is highlighted on the main screen

Exit



File → Exit

The Incident In Progress screen will appear.



Actions

Actions		
	Send to Server	F8
	Select Server	F6
	Test Server	F7

Send to Server

Actions		
	Send to Server	F8

Actions → Send to Server

Sends all of the unsent records to the server.

Select a Server

Actions		
	Send to Server	F8
	Select Server	F6

Actions → Select Server

Opens the Options screen Server tab where a server may be selected.

Test Server

Actions		
	Send to Server	F8
	Select Server	F6
	Test Server	F7

Actions → Test Server

Opens the Options screen Server tab where a server may be tested.

Reports

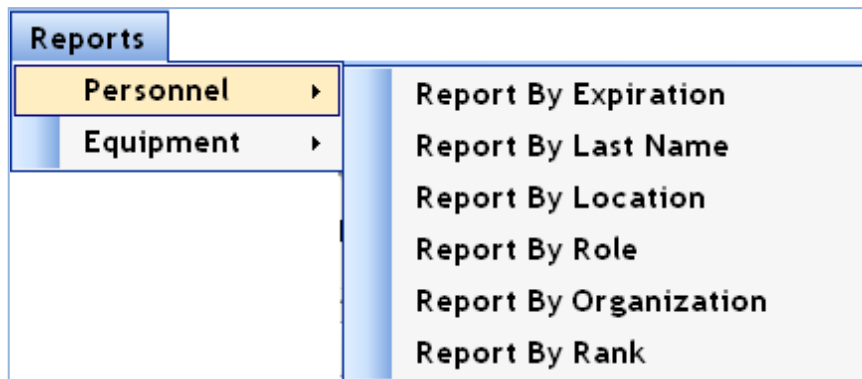
Reports		
	Personnel	▶
	Equipment	▶

Reports

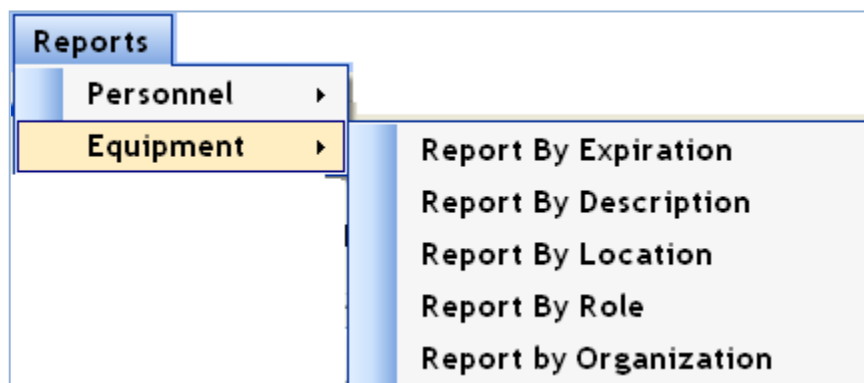
Reports are not available once an incident has been closed.

Note: Additional reporting functionality is available using STI interTRAX reports™.

Personnel



Equipment



Help

About

